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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 8 December 1949

25X1A9a FROM : [REDACTED]

SUBJECT: Report of Operations by the General Services Branch during the month of November, 1949.

## Volume:

a. Requests for services on hand prior to November	5
b. Requests for services received in writing during November	168
c. 1. Orders submitted to GSA chargeable to quarterly encumbrance.	78
2. Special orders submitted to GSA not chargeable to quarterly encumbrance. \$14,905.00	10
3. Orders submitted to GSA nonreimbursable	47
4. Approximately 1760 phone calls received during November.	
d. Space moves during November	9
Total personnel moved	20
Equipment moves	16
Man hours worked by GSA	200
Estimated cost	\$289.60
e. Requests for services on hand November 30.	38
f. Reimbursement to GSA for regular assigned laborers to warehouse. 3580 man hours	\$5012.00
g. Protective Services (GSA Guard Posts)	
Reimbursable Posts - \$35,100.00	81
Non-reimbursable Posts	26
h. Monies paid to GSA during month of September	
GSA Guards	\$34,366.77
GSA Laborers and trucks	1,195.14
Alterations and Installations	5,336.65
Miscellaneous	3,446.71
i. Problems: None. Preparation of space plans prevented expeditious handling of a number of requests for moves of equipment and personnel.	\$4,545.27

Attachment